

ROUTING AND RECORD SHEET				DD/A Registry 83 4651/1
<b>SUBJECT: (Optional)</b> Completion of Alcohol Program Training for the DA				
<b>FROM:</b> Alcohol Program Coordinator		<b>EXTENSION</b>	<b>NO.</b>	<b>STAT</b>
			<b>DATE</b> 13 December 1983	<b>STAT</b>
<b>TO: (Officer designation, room number, and building)</b>	<b>DATE</b>		<b>OFFICER'S INITIALS</b>	<b>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)</b>
	<b>RECEIVED</b>	<b>FORWARDED</b>		
1. D/MS/DDA	13 DEC 1983	12 Dec 83	Phd	DD/A REGISTRY FILE: 15-1  } briefed 16 Dec 83
2.				
3. Deputy Director for Administration	15 DEC 1983	15 Dec	R	
4.				
5. ADDA			✓	
6. DDA			✓	
7. File				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

13 December 1983

83-4631/1

MEMORANDUM FOR: Harry C. Fitzwater  
Deputy Director for Administration

VIA: Robert A. Ingram, M.D.  
Director of Medical Services

FROM:   
Alcohol Program Coordinator

STAT

SUBJECT: Completion of Alcohol Program Training  
in the Directorate of Administration

1. With one exception, the Alcohol Program training for DDA managers has been completed. The Office of Personnel's move to the  Building in late November made it impossible to conduct the training which had been scheduled for that time. We expect to provide that training in March 1984, as the Office of Personnel has requested.

STAT

2. We adhered, with a few minor readjustments, to the training schedule submitted on 15 August 1983. Training began on 6 September with the Office of Communications and concluded on 8 December with the Office of Data Processing. During the course of the training, the Alcohol Program staff received outstanding cooperation and support from each of the designated office contact points: , OL;

OC; , OS;  OF;   
OIS;  OT&E; and  ODP.

STAT  
SIAI  
STAT

3. The Alcohol Program has appreciated your interest and support for this training throughout the Directorate.

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